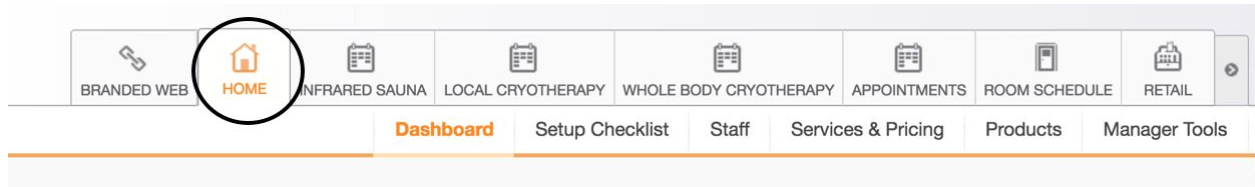
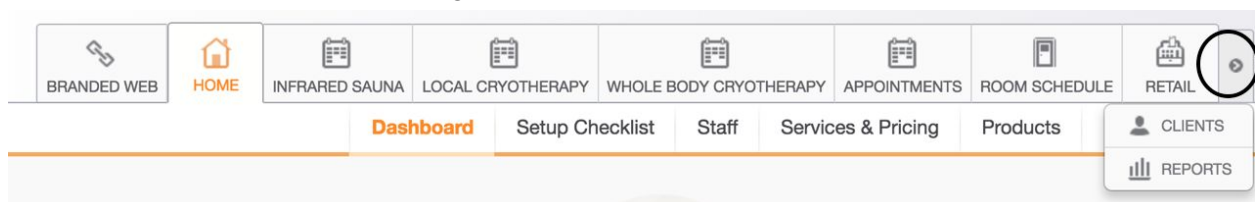


The below steps show you how to create the required report due by the 7th of the month.

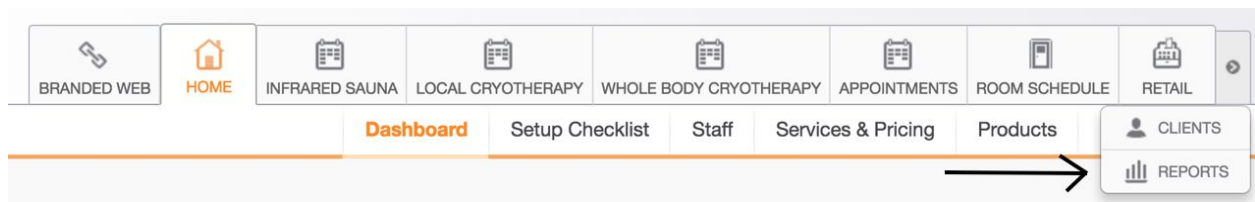
1. Go to your MindBody website
2. You should land on the 'Home' page. If you are already on the website just click 'Home'



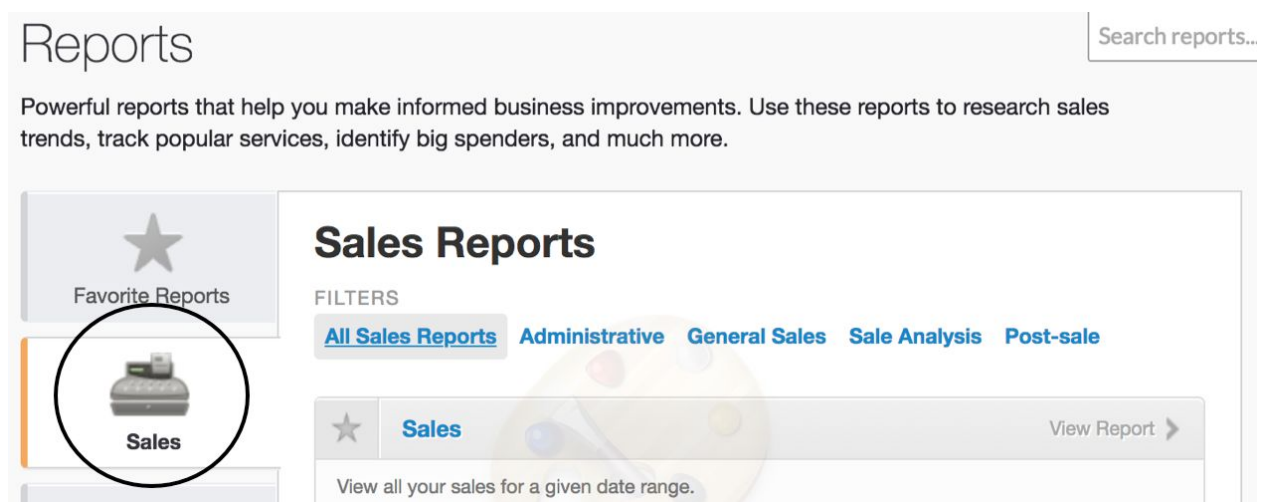
3. Click the arrow on the far right



4. Click on 'Reports'



5. Click on 'Sales'



6. Click on 'sales by service'

★	Attendance with Revenue	View Report >
Find out how much revenue you earn per client visit.		
★	Sales by Service	View Report >
Pull sales data about each of the different services you offer.		
★	Sales by Category	View Report >

7. Choose the following for the 3 categories:

1. Dates = Last calendar month
2. Filters = Revenue Category + Pricing Option
 - a. Revenue Category = Cryoskin (*if you have more than 1 service under this category then choose cryoskin)
 - b. Pricing Option = All Pricing options
3. Options = Summary + Cash Basis

1 Dates Start date: 04/01/2018 End date: 04/30/2018 Quick Dates Last Year Quarter Month Day	2 Filters <input type="checkbox"/> Show tagged clients only (5392) Sale location: All locations Revenue Category: Local Cryotherapy Service category: CryoSkin <input type="checkbox"/> Show discontinued pricing options Pricing Option: All pricing options	3 Options View: <input checked="" type="radio"/> Summary <input type="radio"/> Detail Accounting Basis: <input type="radio"/> Accrual <input checked="" type="radio"/> Cash More >	4 Generate Go! Print this report Export to Excel Export to PDF Save this report
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8. Click 'Go!'

1 Dates Start date: 04/01/2018 End date: 04/30/2018	2 Filters <input type="checkbox"/> Show tagged clients only (5392) Sale location: All locations Revenue Category: Local Cryotherapy	3 Options View: <input checked="" type="radio"/> Summary <input type="radio"/> Detail Accounting Basis: <input type="radio"/> Accrual <input type="radio"/> Cash	4 Generate Go! Print this report
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9. Click 'Export to PDF'. This will create a download of the report that you can then send to us via email.

The screenshot shows a web-based report generation interface. On the left, there are date selection fields for 'Start date' (4/1/2018) and 'End date' (4/30/2018), each with a calendar icon. Below these is a 'Quick Dates' section with a 'Last' button. In the center, there is a checkbox labeled 'Show tagged clients only (5392)'. Below this are three dropdown menus: 'Sale location' (All locations), 'Revenue Category' (Local Cryotherapy), and 'Service category' (CryoSkin). To the right of these filters, there are sections for 'View' (Summary selected, Detail unselected) and 'Accounting Basis' (Accrual unselected, Cash selected). A 'More »' link is at the bottom of this section. On the far right, there is a large blue 'Go!' button. Below it, there are three icons with labels: a printer icon for 'Print this report', an Excel icon for 'Export to Excel', and a PDF icon for 'Export to PDF'. The 'Export to PDF' option is circled in black.

Please note

If you charge sales tax in your state it is your responsibility to calculate this and remove from the total. You must show this calculation when you email your report.